



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
1903 HATFIELD STREET
FORT HUACHUCA ARIZONA 85613-7000

ATZS-CG

29 APR 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 123 – Training for the Prevention of Sexual Harassment (POSH)

1. POLICY. The issue of sexual harassment continues to be a concern in our society at large, as well as in the workforce. Therefore, we must have policies in place to preclude the occurrence of sexual harassment.
2. PROCEDURES. It is not enough for us to simply define the illegal or inappropriate behavior, or to pronounce that it will not be tolerated. We must provide employees and managers with the tools that will bring about behavior that contributes to a hostility free workplace. The Department of the Army mandates that everyone be trained in the prevention of sexual harassment. It is the policy of the US Army Intelligence Center and Fort Huachuca to conduct mandatory training in the prevention of sexual harassment for all employees, supervisors and managers, and military who supervise civilians. This is a **biennial** training requirement.
3. Consistent with the responsibilities of the Equal Employment Opportunity (EEO) program, the EEO Office is designated the proponent for all training on the prevention of sexual harassment. The Civilian Personnel Advisory Center will ensure that training is documented in employees' Official Personnel Folders.
4. It is my objective to create and maintain a workforce environment at Fort Huachuca that is positive, and one that contributes to teamwork, efficiency and productivity. I expect total support of this training in order to reach our goal.
5. A copy of this memorandum will be posted on all official bulletin boards.
6. PROPONENT. Fort Huachuca EEO Office, 538-0275.

BARBARA G. FAST
Major General, USA
Commanding

DISTRIBUTION: E